

**TM-2 PREPARER COURSE**

**USING NASA'S TRAVEL MANAGER SYSTEM**

**CREATE A TRAVEL AUTHORIZATION CROSSING THE INTERNATIONAL DATELINE**

This document contains instructions for creating an authorization for a trip, which crosses the International Dateline.

**Trip Information**

**1. Itinerary**

A Traveler leaves to attend training from San Francisco, CA, on April 11, 2002, to go to Toyama, Japan. The Traveler arrives in Japan on April 13, 2002, and stays until April 19. The Traveler leaves Japan April 19 and arrives home on April 19, 2002.

**2. Ticketed Transportation**

Plane ticket cost is **\$1,600.00**.

**3. Lodging/M&IE**

Lodging/M&IE rates for Japan are **92/80** and will apply April 13 through April 19.

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## A. CREATE A NEW DOCUMENT

1. Click the **Create a New Document** link on the Document Processing Toolbar on the left side of the page. The **New Document** page will be displayed, as shown below.

The screenshot shows the 'New Document' page. On the left is a sidebar with a 'User' section (Susie L. Smith) and a 'Traveler' section. Below these are links: 'Create a New Document', 'Open Existing Document', 'Review Documents', 'Delete Documents', 'Copy Document', and 'Import Documents'. The main area is titled 'New Document' and contains a 'Quick Tip' box, a 'Document Type' dropdown menu (set to 'Authorization'), 'Document Name', 'SSN', and 'Traveler Name' fields. On the right, a panel titled 'For this Document you can:' contains buttons: 'Add Traveler to Travel Manager', 'Auto Name this Document', and 'Create this Document'.

2. Select **Authorization** from the **Document Type** drop down list.


The screenshot shows a dropdown menu with 'Authorization' selected. Other options visible are 'Voucher', 'Local Voucher', 'Amendment', and 'Voucher from Authorization'.

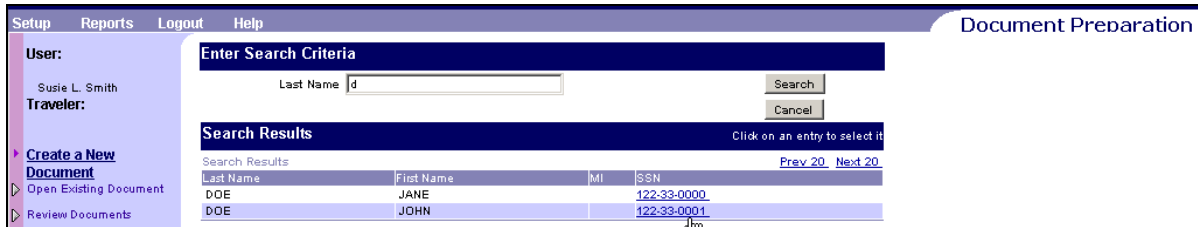
3. Click in the **Document Name** field and enter a name consisting of the **Center ID** (example: **24**), hyphen(-), **Org Code** (example: **XX** (2 characters)), **Date** of departure (example: **032602** (MM-DD-YY)), and the traveler's initials (example: **XXX** (2-3 initials)). Up to 14 characters can be entered. Example: **24-XX032602JD**.
4. If known, the Traveler's Social Security Number can be entered into the **SSN** field. The **SSN Lookup** or **Traveler Name Lookup** icon  can be clicked to retrieve the desired Traveler.
5. Click the **Traveler Name Lookup** icon . The **Search Criteria** page will be displayed.

The screenshot shows the 'Enter Search Criteria' page. It has a 'Last Name' input field and 'Search' and 'Cancel' buttons. Below is a 'Search Results' section with a table of results. The table has columns: Last Name, First Name, MI, and SSN. The results are as follows:

Last Name	First Name	MI	SSN
Approver	Weston		122-33-0004
DOE	JANE		122-33-0000
DOE	JOHN		122-33-0001
Preparer	Vicky	L	122-33-0002
Smith	Susie		122-33-0006

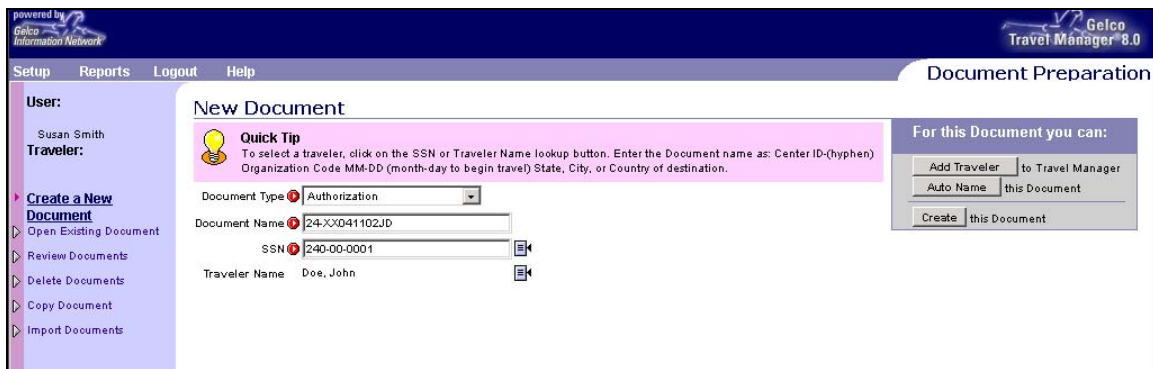
6. Click in the **Last Name** field and type the Traveler's last name or a portion of it; for example: **tra** for "Traveler".

7. Click the  button, to the right of the **Last Name** field. All Traveler names beginning with the letters entered that are available to the Preparer will be displayed.
8. Click the **Next 20** and/or **Prev 20** links under the **Search Results** area on the right to scroll through the list of names if necessary.




The screenshot shows the 'Document Preparation' section of the web application. On the left, a sidebar lists user information (Susan L. Smith) and navigation options like 'Create a New Document'. The main area is titled 'Enter Search Criteria' and contains a 'Last Name' input field with the letter 'd'. A 'Search' button is to the right. Below this, the 'Search Results' section displays a table with columns for Last Name, First Name, MI, and SSN. Two results are shown: 'DOE JANE' (SSN 122-33-0000) and 'DOE JOHN' (SSN 122-33-0001). 'Prev 20' and 'Next 20' links are provided for navigation.

9. Click the SSN of the desired Traveler. The **New Document** page will be displayed again with the selected Traveler's SSN and **Traveler Name** fields filled.




The screenshot shows the 'New Document' page. The sidebar on the left is updated with 'Susan Smith' as the user. The main area has a 'Quick Tip' box explaining how to select a traveler by clicking on their SSN or Traveler Name. Below this, the 'Document Type' is set to 'Authorization'. The 'Document Name' field contains '24-XX041102JD', the 'SSN' field contains '240-00-0001', and the 'Traveler Name' field contains 'Doe, John'. On the right, the 'For this Document you can:' section contains three buttons: 'Add Traveler to Travel Manager', 'Auto Name this Document', and 'Create this Document'.

10. Click the  **this Document** button in the 'For this Document you can:' area in the top right. The **Itinerary Information** page will be displayed.

## B. ITINERARY

1. Select **Training** from the **Purpose** pull down list.

2. In the **Description** free form text box enter '**Trip to Toyama, Japan**'. It is important to enter a description because it is used for reporting purposes.
3. Select **Single** from the trip **Type** pull down list.

4. Enter the **Begin Travel** and **End Travel** dates: **04/11/02–04/19/02**. Click the **Calendar** icon  to select the appropriate dates or enter the dates in the fields.
5. Select **RES: Residence, USA** from the **Depart Selection** and **Return Selection** pull down lists.

6. **Multiple Days** has been automatically selected in the **Trip Duration** pull down list. Multiple Days will default for any trip greater than 2 days.

7. Click the **Preset** button to the right of the **Comments** field. The default comment “Voucher due 5 days after completion of your trip” will display in the **Comments** field.

**NOTE**

Click the **Preset** button, to the right of the Comments box before typing additional comments. All comments will be erased and replaced with the preset comments when the **Preset** button is clicked.

8. Enter any additional comments necessary after the preset comment to alert reviewers or approvers of any special conditions that may require approval or justification.

9. Click the **Add Location** button, in the **Per Diem Locations** area at the bottom of the page to add a location. The **Add Per Diem Location to Trip** page will be displayed.

## C. ADD PER DIEM LOCATION TO TRIP

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Document Preparation

Setup Reports Logout Help

User: Susan Smith  
Traveler: John Doe  
Authorization: 24-XX041102JD

Document Summary  
Traveler  
Itinerary  
Ticketed Trans  
Expenses  
Lodging/M&IE  
Accounting  
Totals  
Comments  
Document Status  
Perform Pre-Audits  
Preview Document  
Export Document  
Close Document

**Add Per Diem Location to Trip 24-XX041102JD**

**Quick Tip**  
Type the per diem location and click the Search button.

Arrival Date 04/19/2002  
Departure Date 04/19/2002

Per Diem Location  Search Lookup

Unlisted Location ☐  
Select Unlisted State   
Select Per Diem Location

For this Document you can:  
Save Location  
Close without Saving Location

1. Click in the **Arrival Date** field and change the arrival date to **04/13/02**.
2. Click the **Lookup** link beside the **Per Diem** field. The **Per Diem Lookup** page will be displayed.

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Document Preparation

Setup Reports Logout Help

User: Susan Smith  
Traveler: John Doe  
Authorization: 24-XX041102JD

Document Summary  
Traveler  
Itinerary  
Ticketed Trans  
Expenses  
Lodging/M&IE  
Accounting  
Totals  
Comments  
Document Status  
Perform Pre-Audits  
Preview Document  
Export Document  
Close Document

**Per Diem Lookup for 24-XX041102JD**

**Quick Tip**  
Select State/Country from the drop-down list. Select from the list of available locations in the Location field. Click Rate to view the per diem rates.

**Select Per Diem Location**

State/Country  Location

HONDURAS  
HONG KONG  
HUNGARY  
ICELAND  
IDAHO  
ILLINOIS  
INDIA  
INDIANA  
INDONESIA  
IOWA  
IRAN  
IRAQ  
IRELAND  
ISRAEL  
ITALY  
IVORY COAST  
JAMAICA  
JAPAN  
JERUSALEM  
JOHNSTON ATOLL

For this Document you can:  
Select Per Diem Location  
Close without Selecting Location

3. Select **Japan** in the **State/Country** pull down list.

4. Select **Toyama** in the **Location** pull down list.



5. Click the **Select** **Per Diem Location** button in the 'For this Document you can:' area in the top right. The **Per Diem Lookup** page will redisplay with the country and city entered and the **Rate** button added below the country.

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Travel Manager 8.0

Setup Reports Logout Help

Document Preparation

User:  
Susan Smith  
Traveler:  
John Doe  
Authorization:  
24-XX041102JD

- Document Summary
- Traveler
- Itinerary**
- Ticketed Trans
- Expenses
- Lodging/M&IE
- Accounting
- Totals
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

**Per Diem Lookup for 24-XX041102JD**

**Quick Tip**  
Select State/Country from the drop-down list. Select from the list of available locations in the Location field. Click Rate to view the per diem rates.

**For this Document you can:**  
Select Per Diem Location  
Close without Selecting Location

**Select Per Diem Location**

State/Country: JAPAN Location: TOYAMA

Rate



6. Click the **Rate** button located below the country entry. The Location Rate Detail page will be displayed.

The screenshot shows the 'Location Rate Detail for TOYAMA, JAPAN' page. The left sidebar lists user information (Susan Smith, John Doe) and a navigation menu with options like Document Summary, Traveler, Itinerary, Ticketed Trans, Expenses, Lodging/M&IE, Accounting, Totals, Comments, Document Status, Perform Pre-Audits, Preview Document, Export Document, and Close Document. The main content area includes a 'Quick Tip' about Per Diem rates, a 'Dates' table, a 'Rate Amounts' table, a 'Seasonal Rate' table, an 'M & IE Breakouts' table, and a 'Comments' section.

Dates		Rate Amounts	
Effective	04/01/02	Lodging	\$109.00
Expiration	05/31/02	M & IE	\$91.00

Seasonal Rate		M & IE Breakouts	
Start	01/01	Breakfast	\$14.00
End	12/31	Lunch	\$23.00
Name	N/A	Dinner	\$36.00
		Incidental	\$18.00

Comments: None

7. Note the rates for Toyama, Japan, are **92/80**. Click the **Close** button in the 'For this Document you can:' area in the top right.

The screenshot shows the 'Per Diem Lookup for 24-XX041102JD' page. The left sidebar is identical to the previous screenshot. The main content area includes a 'Quick Tip' about selecting State/Country and Location, a 'Select Per Diem Location' section with dropdown menus for State/Country (JAPAN) and Location (TOYAMA), and a 'Rate' button. The 'For this Document you can:' section has buttons for 'Select', 'Per Diem Location', 'Close', and 'without Selecting Location'.

8. Click the **Select** **Per Diem Location** in the 'For this Document you can:' area in the top right. The **Add Per Diem Location Trip** page will be displayed.

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Travel Manager 8.0

Setup Reports Logout Help

User: Susan Smith  
Traveler: John Doe  
Authorization: 24-XX041102JD

Document Summary  
Traveler  
Itinerary  
Ticketed Trans  
Expenses  
Lodging/M&IE  
Accounting  
Totals  
Comments  
Document Status  
Perform Pre-Audits  
Preview Document  
Export Document  
Close Document

**Add Per Diem Location to Trip 24-XX041102JD**

**Quick Tip**  
Type the per diem location and click the Search button.

Arrival Date 04/19/2002  
Departure Date 04/19/2002

Per Diem Location TOYAMA,JPN Search Lookup

Unlisted Location  
Select Unlisted State  
Select Per Diem Location

**For this Document you can:**  
Save Location  
Close without Saving Location

9. Click the **Save Location** button in the 'For this Document you can:' area in the top right. The **Itinerary Information** page will be displayed again showing TOYAMA, JPN in the **Per Diem Locations** area at the bottom of the page.
10. Click the **Save Itinerary** button in the 'For this Document you can:' area in the top right. This will save the document to the database. The **Itinerary Information** page will be redisplayed.

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Travel Manager 8.0

Setup Reports Logout Help

User: Susan Smith  
Traveler: John Doe  
Authorization: 24-XX041102JD

Document Summary  
Traveler  
Itinerary  
Ticketed Trans  
Expenses  
Lodging/M&IE  
Accounting  
Totals  
Comments  
Document Status  
Perform Pre-Audits  
Preview Document  
Export Document  
Close Document

**Itinerary Information for 24-XX041102JD**

**Quick Tip**  
The Begin Travel and End Travel fields must be completed before a per diem location can be added. Remember to save your itinerary before continuing.

**For this Document you can:**  
Save Itinerary  
Back Continue

**Trip Information**

Travel Authorization Number  
Purpose SITE VISIT  
Description Trip to Toyama, Japan  
Auth Date 07/17/2002  
Type SINGLE  
Trip No 1

**Departure and Return Information**

Begin Travel 04/11/2002  
End Travel 04/19/2002  
Depart RES: Rosamond, CA  
Return RES: Rosamond, CA  
Depart Selection RES: Rosamond, CA  
Return Selection RES: Rosamond, CA  
Trip Duration Multiple days  
Comments Voucher due 5 days after completion of your trip  
Preset

**Per Diem Locations**

☐ Replace ALL lodging and M&IE information on this document. Add Location

Edit/Delete	Arrival Date	Location	Departure Date
	04/11/02	TOYAMA,JPN	04/19/02

**NOTE**

*Once the travel document is saved, the **Open Existing Document** link, on the Document Processing Toolbar on the left side of the page, can be used to reenter the document to make changes or to view the document.*

11. Click the **Traveler** link on the Document Processing Toolbar on the left side of the page. The **Update Traveler Information** page will be displayed.

## D. TRAVELER

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DFRC  
Travel Manager 8.0

Setup Reports Logout Help

User:  
Susan Smith  
Traveler:  
John Doe  
Authorization:  
24-XX041102JD

Document Summary  
Traveler  
Itinerary  
Ticketed Trans  
Expenses  
Lodging/M&IE  
Accounting  
Totals  
Comments  
Document Status  
Perform Pre-Audits  
Preview Document  
Export Document  
Close Document

Update Traveler Information for 24-XX041102JD

**Quick Tip**  
To apply traveler information changes to all documents, select Apply Changes Globally.

For this Document you can:  
☐ Apply Changes Globally  
Save Profile Changes  
Close without Saving Profile Changes

**Traveler's Personal Data**  
Office Location Account Information Travel Preferences Miscellaneous Data

Personal Information Duty Station

SSN 240-00-0001  
Sponsor SSN  
Name  
Last Name Doe  
First Name John Middle Initial  
Gender N/A

Present Station DFRC  
Organization 24-X Set Org  
Printed Org 24-X  
Title/Rank  
Charge Card CARD HOLDER  
Routing List 24-X

Mailing Address Emergency Contact

Street Address  
City Rosamond  
State CA Zip  
Phone  
City of Residence Rosamond State CA

Name  
Phone

### **NOTE**

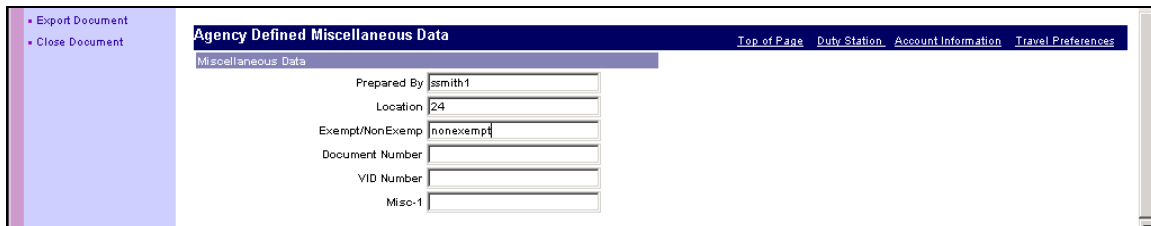
*There are five (5) Traveler data areas on this page. Only the Traveler's Personal Data and the Agency Defined Miscellaneous Data areas are covered here.*

*The Traveler's organization affects the routing for this document. If a different organization is funding the trip, the organization value must be changed on the document when it is created. The Traveler cannot change routing.*

*Select the correct routing or contact the Help Desk if a new routing must be created.*

1. To change the Traveler's organization:
  - a. Select the desired value from the **Organization** pull down list.
  - b. Click the **Set Org** button to the right of the **Organization** field.
  - c. Change the **Printed Org** value to reflect the organization selected.
  - d. Select the correct routing list from the **Routing List** pull down list. Only the routing lists of the organization selected are available.


2. Select the foreign routing list (example **24-XX**) in the **Personal Information** section of the **Traveler's Personal Data** area to ensure the Centralized Travel Office (CTO) is in the routing list for approval. If the appropriate routing list is not in the Traveler's profile, call the Help Desk.
3. The **Charge Card** field must display the charge card status of the Traveler.
4. Scroll to the bottom of the page to the **Agency Defined Miscellaneous Data** area.
5. Enter the name and phone number of the person preparing the authorization in the **Prepared By** field.



6. The **Exempt/NonExempt** field is pre-filled with the Traveler's exemption status loaded from the NASA Personnel Payroll System (NPPS).
7. The **Document Number** field may be used to associate the document to the financial system.
8. The **Misc-1** field will be used by HR to indicate training log number.
9. Scroll to the top of the page.

**NOTE**

*If the **Apply Changes Globally** check box is checked in the 'For this Document you can:' area, the changes will be applied to the primary Traveler record. If left unchecked, the Traveler changes will be applied to the Traveler's information only for this document.*

10. Click the  **Profile Changes** button in the 'For this Document you can:' area in the top right. The **Document Summary** page will be displayed.
11. Review the information on the **Document Summary** page.
12. Click the **Ticketed Trans Details** link near the top of the **Document Summary** page, or the **Ticketed Trans** link on the Document Processing Toolbar on the left side of the page. The **Ticketed Transportation** page will be displayed.

## E. TICKETED TRANSPORTATION

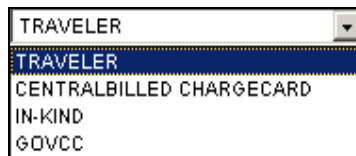
1. Click on the **Add Ticket** button, in the 'For this Document you can:' area in the top right, to enter ticket information. The **Add Ticket Information** page will be displayed.

2. Select **AIR** from the **Type** pull down list. **AIR** is the default. The **Description** field to the right will pre-fill according to the ticket type selected.

3. Press [Tab] to move to the **Ticket Value** field. Enter **1600**.
4. Press [Tab]. The system will automatically copy the **Ticket Value** to the **Cost** field after pressing [Tab].
5. The **Ticket No:** field is automatically filled with "**See Itinerary 1**" if **AIR** is selected. It is a note to the Traveler to refer to the detailed itinerary from the travel agent. The ticket

number may be entered. Each ticket number must be unique if there is more than one ticket on the authorization.

6. Review the **Cost Options** on the right. Note the following:
  - a. The **Reimbursable** check box is checked.
  - b. **TRAVELER** is the default reimbursable payment method in the **Pmt Method** pull down list. If any other payment type is selected, the expense cost will not be reimbursed to the Traveler.




A screenshot of a web form's 'Pmt Method' dropdown menu. The menu is open, showing a list of options: TRAVELER (highlighted in blue), CENTRALBILLED CHARGE CARD, IN-KIND, and GOVCC. The dropdown arrow is visible on the right side of the menu box.



PAYMENT METHOD	REIMBURSABLE CHECKED	EXPLANATION
Traveler	Yes	Reimbursable to Traveler.
Central billed Charge card (CBA)	No	Not Reimbursable to Traveler. Paid by Government.
In-Kind	No	Not Reimbursable to Traveler. Provided at No Cost to Government.
GOVCC	Yes	Not Reimbursable to Traveler. Reimbursable directly to Traveler's Government Credit Card Account.





**NOTE**

*All remaining fields on the **Add Ticket Information** page are optional with the exception of the **Class** field if the Traveler is using a First Class or Business ticket.*

7. Click the  **Current Ticket** button in the 'For this Document you can:' area in the top right. The **Ticketed Transportation** page will be displayed showing the added record.

The screenshot shows the Gelco Travel Manager 8.0 web interface. The top navigation bar includes 'Setup', 'Reports', 'Logout', and 'Help'. The sidebar on the left lists the user 'Susan Smith' and the traveler 'John Doe' with authorization '24-XX041102JD'. The main content area is titled 'Ticketed Transportation for Authorization 24-XX041102JD'. It features a 'Quick Tip' box, a table of ticket records, and a 'For this Document you can:' section with 'Add' and 'Continue' buttons.

	Ticket No	Dep Date	Type	Cost	Depart	Arrive	CR	CL	Tax
 	See Itinerary 1	04/11/02	AIR	1,600.00					no

8. If additional ticket records are required, click the  **Add** **Ticket** button, in the 'For this Document you can:' area in the top right, and repeat the Ticketed Transportation process.
  - a. Click the **Pencil** icon  to edit **Ticketed Transportation** records for necessary changes.
  - b. Click the **X** icon  to delete **Ticketed Transportation** records.
9. Click the  **Continue** button in the 'For this Document you can:' area in the top right. The **Expense Entry** page will be displayed.



## F. EXPENSES

The screenshot shows the 'Expense Entry' form for document 24-XX041102JD. The left sidebar contains a navigation menu with options like 'Document Summary', 'Traveler', 'Itinerary', 'Ticketed Trans', 'Expenses' (selected), 'Lodging/M&IE', 'Accounting', 'Totals', 'Comments', 'Document Status', 'Perform Pre-Audits', 'Preview Document', 'Export Document', and 'Close Document'. The main form area has a 'Quick Tip' indicating that red arrow icons mark required fields. The 'For this Document you can:' section provides links to 'Use Quick Expense', 'Use Foreign Calculator', and 'Lookup Credit Card Expenses', along with 'Save', 'Current Expense', 'Done', 'Entering Expenses', 'Back', and 'Continue' buttons. The 'Cost Options' section includes checkboxes for 'Reimbursable' and 'Taxable', and a dropdown for 'Expense Category'. The 'Current Expenses' table at the bottom is currently empty, showing a total of 0.00.

### **NOTE**


*The **Date** field will default to the begin date of travel. Change it accordingly when adding each expense.*

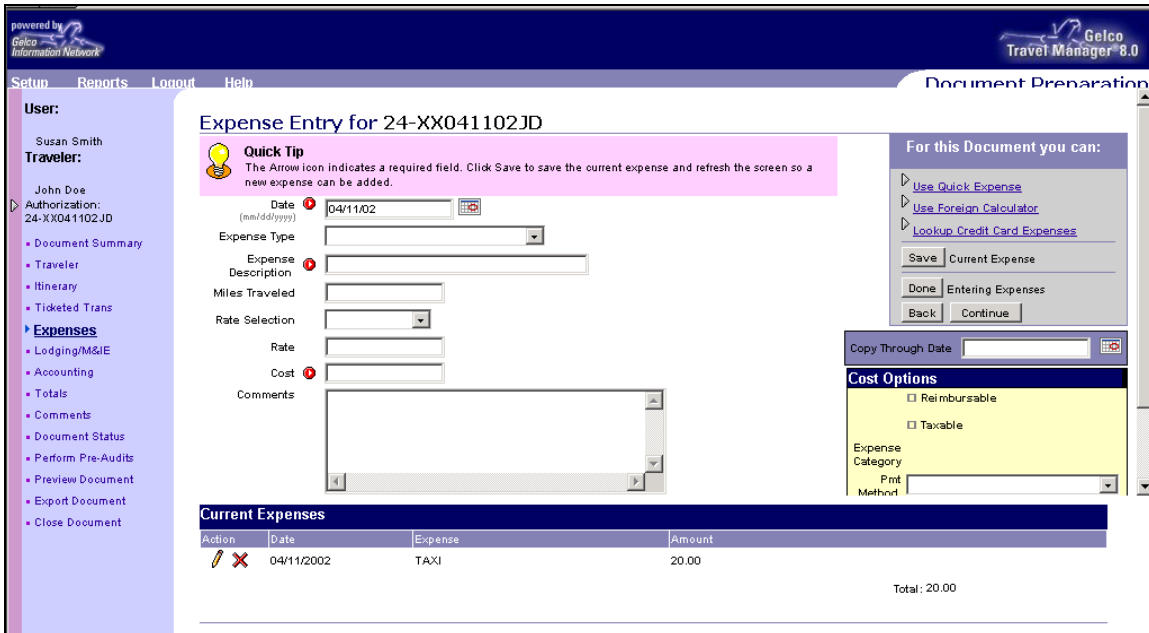
1. Add the following expense on the **Expense Entry** page:

- a. Change the **Date** field to **04/13/02**.
- b. Select **TAXI** from the **Expense** pull down list.

This screenshot shows the 'Expense' pull-down menu. The list includes the following options: GOV CAR USED, GOV.CAR-Avail - (\$ .105), GOV.CAR-MAYBE AVAIL - (\$ .285), GOVCC ATM ADVANCE FEE, HIGHWAY/BRIDGE TOLL, LAUNDRY/ DRY CLEANING, LODGING TAX, MOTORCYCLE - (\$ .280), OFFICIAL CALLS, PARKING, PER.PERF-POV, PERSONAL CALLS-DOMESTIC, PERSONAL CALLS-FOREIGN, POV - (\$ .365), PRIV.OWNED AIR - (\$ .975), REGISTRATION FEES, RENTAL CAR, SUBWAY, TAXI (highlighted), and TIPS FOR TAXI/LIMO.


- c. Click in the **Cost** field or anywhere on the page. The page will refresh.
- d. Enter **20** in the **Cost** field.
- e. Click in the **Comments** field and enter **Taxi to airport**.


2. Click the  **Current Expense** in the 'For this Document you can:' area in the top right.



**Expense Entry for 24-XX041102JD**


**Quick Tip**  
The Arrow icon indicates a required field. Click Save to save the current expense and refresh the screen so a new expense can be added.

Date  04/11/02  
(mm/dd/yyyy)


Expense Type 

Expense Description

Miles Traveled

Rate Selection 


Rate


Cost 



Comments


**For this Document you can:**

- [Use Quick Expense](#)
- [Use Foreign Calculator](#)
- [Lookup Credit Card Expenses](#)

 Current Expense

 Entering Expenses

Copy Through Date 

**Cost Options**



☐ Reimbursable

☐ Taxable




Expense Category

Print Method

**Current Expenses**

Action	Date	Expense	Amount
 	04/11/2002	TAXI	20.00

Total : 20.00

3. The **Expense Entry** page will display again with clear fields to allow entry of another expense.
4. The expense record is saved and will be displayed in the **Current Expenses** area at the bottom of the page.
  - a. Click the **Pencil** icon  to edit **Expense** records for necessary changes.
  - b. Click the **X** icon  to delete **Expense** records.
5. Click the  button in the 'For this Document you can:' area in the top right. The **Lodging/M&IE** page will be displayed.

G. LODGING/M&IE

The screenshot shows the 'Lodging/M&IE for 24-XX041102JD' window. It includes a 'Quick Tip' about asterisks in the Special column, a 'For this Document you can:' section with 'Reset All' and 'Continue' buttons, and a table of data.

Date	Reset	Replicate	Ldg Cost	Ldg Allowed	M & IE Allowed	Per Diem Rate	Special	B	L	D	Conf %
04/11/02			109.00	109.00	68.25	109 / 91					
04/12/02			109.00	0.00	0.00	109 / 91					
04/13/02			109.00	109.00	91.00	109 / 91					
04/14/02			109.00	109.00	91.00	109 / 91					
04/15/02			109.00	109.00	91.00	109 / 91					
04/16/02			109.00	109.00	91.00	109 / 91					
04/17/02			109.00	109.00	91.00	109 / 91					
04/18/02			109.00	109.00	91.00	109 / 91					
04/19/02			0.00	0.00	159.25	109 / 91					

1. Because the Traveler will be in the air April 11 and 12 and not using Lodging, these records need to be edited.
2. Click the **Pencil icon** to update the **04/11/02** record.
3. Delete the **92.00** in the **Lodging** field at the top.
4. Change the date in the **Apply Through Date** field to **04/12/02**.

The screenshot shows the 'Update Lodging and M&IE Expenses for 24-XX04-11JPN (04/11/02)' window. It includes a 'Quick Tip' about editing specific actuals, a 'For this document you can:' section with 'Next', 'Save', 'Override', and 'Close' buttons, and an 'Apply Through Date' field set to 04/12/2002.

**Lodging**  
Per Diem Rate: 109 / 91  
Lodging: 0.00 **Options**

**Conference Allowance**  
☐ Conference Allowance **Conf Info**  
Conference Rate:

**Actuals**  
☐ Lodging Limit: 0.00  
☐ Meals  
Breakfast: 0.00  
Lunch: 0.00  
Dinner: 0.00  
Incidentals: 0.00

**Leave Data**  
☒ None  
☐ Annual  
☐ Other  
Hours: 0

**Meals Provided**  
☐ Breakfast  
☐ Lunch  
☐ Dinner

5. Click the **Save** **Expense Changes** button in the 'For this Document you can:' area in the top right. The Lodging/M&IE page will be redisplayed with the entries for the days of travel in the air changed.

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Setup Reports Logout Help

**User:**  
Susan Smith  
**Traveler:**  
John Doe  
Authorization:  
24-XX041102JD

**Lodging/M&IE for 24-XX041102JD**

**Quick Tip**  
An asterisk (\*) in the Special column indicates that a condition has been selected in the Advanced Lodging/M&IE window.


**For this Document you can:**  
Reset All Lodging and M&IE expenses  
Back Continue

**Lodging/M&IE Data**


Date	Reset	Replicate	Ldg Cost	Ldg Allowed	M & IE Allowed	Per Diem Rate	Special	B	L	D	Conf %
04/11/02			0.00	0.00	18.00	109 / 91		X	X	X	
04/12/02			0.00	0.00	0.00	109 / 91		X	X	X	
04/13/02			109.00	109.00	91.00	109 / 91					
04/14/02			109.00	109.00	91.00	109 / 91					
04/15/02			109.00	109.00	91.00	109 / 91					
04/16/02			109.00	109.00	91.00	109 / 91					
04/17/02			109.00	109.00	91.00	109 / 91					
04/18/02			109.00	109.00	91.00	109 / 91					
04/19/02			0.00	0.00	159.25	109 / 91					

**NOTE**

*An '\*' will appear in the Special column for each day that actuals or leave data is entered. An 'X' will appear in the B, L, or D column indicating the meal is being provided that day.*

- Click the  button in the 'For this Document you can:' area in the top right. The **Other Authorizations** page will be displayed.

## **H. OTHER AUTHORIZATIONS**

1. There are only two ways to display the **Other Authorizations** page. There is no direct link, on the Document Processing Toolbar on the left side of the page, as there is for all the other pages within the authorization document.
  - a. Click the  button, in the 'For this Document you can:' area in the top right on the **Lodging/M&IE** page, to go to the **Other Authorizations** page.

OR
  - b. Click the **Other Authorizations Details** link, located in the middle of the **Document Summary** page, to go to the **Other Authorizations** page.
2. The following is a sample list of available **Other Authorizations**. Browse the list to determine if and/or what approvals are necessary for the document. To select a specific other authorization for the document, click on the name of the **Other Authorization** in the **Master List of Other Authorizations**. The other authorization will be removed from the list and will be placed at the bottom of the page in the **Other Authorizations for Current Document** area. This will allow entry of any additional information required for approvals or will cause the document to be routed to a specific reviewer/approver. See the *DFRC Standard Procedures Guide* for more information.

### **NOTE**

*An **Other Authorization** with double asterisks indicates additional information is required. After selection, the other authorization must be opened to enter the justification.*

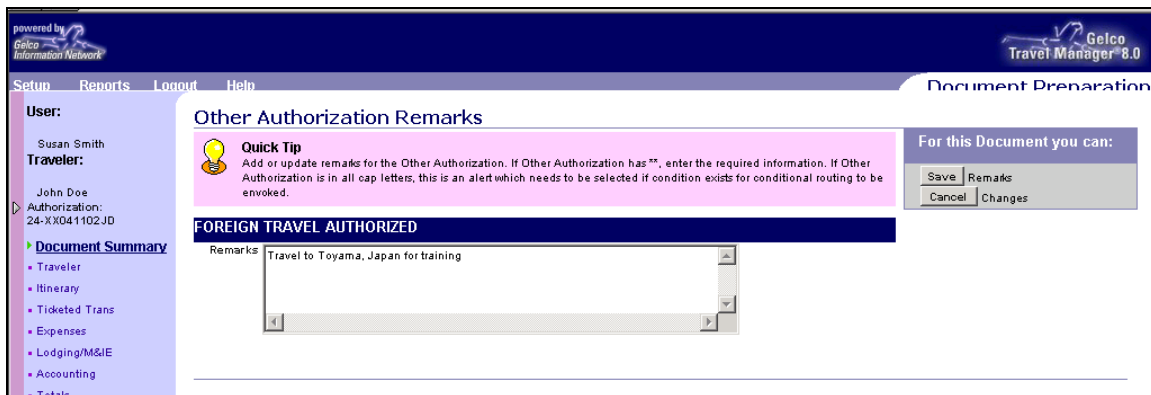
*An **Other Authorization** that is in UPPER CASE may bring conditional Reviewers into the routing for the document.*

*For example, if PERMISSIVE TRAVEL (Cost Sharing) is selected, the conditional reviewer who handles Permissive Travel approval will be added to the routing list when the authorization is stamped and signed.*


- 1.0

Other Authorizations on Current Authorization	
	<a href="#">FOREIGN TRAVEL AUTHORIZED</a>


4. Click the **FOREIGN TRAVEL AUTHORIZED** link in the **Other Authorizations on Current Authorization** area at the bottom of the page. The **Other Authorization Remarks** page will be displayed.
5. Enter the following in the **Remarks** field, 'Travel to Toyama, Japan, for training.'




The screenshot shows the 'Other Authorization Remarks' page. On the left is a sidebar with a 'Document Summary' section containing links for Traveler, Itinerary, Ticketed Trans, Expenses, Lodging/M&IE, Accounting, and Totals. The main content area has a 'Quick Tip' box and a 'Remarks' text area with the text 'Travel to Toyama, Japan for training'. At the top right, there are buttons for 'Save', 'Remarks', 'Cancel', and 'Changes'.

6. Click the  **Remarks** button in the 'For this Document you can:' area in the top right.
7. Click the **Taxi at TDY Authorized** in the **Master List of Other Authorizations** to select it from the list. Notice it moves to the **Other Authorizations on Current Travel Authorizations** at the bottom of the page.

Other Authorizations on Current Authorization	
	<a href="#">FOREIGN TRAVEL AUTHORIZED</a>
	<a href="#">Taxi at TDY Authorized</a>

- a. Since **Taxi at TDY Authorized** does not have double asterisks (\*\*) next to it no additional information is required to be entered in the remarks. **Taxi at TDY Authorized** also will not initiate any conditional routing because it is not in upper case.
  - b. This **Other Authorization** is selected in order to receive authorization to use a taxi at TDY prior to beginning travel. The reviewer and/or approver will determine if it is allowed or not allowed. If not allowed, the **other** authorization will be removed from the document, and no reimbursement to the Traveler will be made if the voucher includes **Taxi at TDY** as an expense.
8. Click the  button in the 'For this Document you can:' area in the top right. The **Available Accounting Codes** page will be displayed.

## I. ACCOUNTING

1. Click in the **Accounting Code** field and type **24-XX2-09200ABC**.
2. Click the  button next to the **Accounting Code** field.
3. The **24-XX2-09200ABC Label** will be displayed in the **Master Accounting Codes** area in the center of the page.



4. Click the **24-XX2-09200ABC** Label to select the Accounting Code in the **Master Accounting Codes** area at the top of the page. Notice it will be listed in the bottom half of the page in the **Accounting Codes for Current Document** area.

Setup Reports Logout Help Document Preparation

User: Susan Smith  
Traveler: Susan Smith  
Authorization: 24-XX04-11JPN

Available Accounting Codes for 24-XX04-11JPN

**Quick Tip**  
Once two or more accounting codes are selected, the Allocation button is enabled.

For this Document you can:  
Add New Accounting Code  
Back Continue




Enter Search Criteria  
Accounting Code [ ] Search Retrieve

Master Accounting Codes  
Click Accounting Label to add to Document  
Prev 10 Next 10

Organization	Label	Classification Code
24	24-FR2-32996000	3299600...24.2.6.93.FR.000
24	24-FR2-09200000	0920000...24.2.8.00.RR.000
24	24-XX2-09200ABC	0920000...2121...24.2.8.00.XX.ABC

Accounting Codes for 24-XX04-11JPN  
Click an item to edit/delete it

Organization	Label	Classification Code	Extended Code
24	24-XX2-09200ABC	0920000...2121...24.2.8.00.XX.ABC	Extended

5. Click the **Pencil icon**  next to the label for **99-XX12345** at the bottom to edit the Accounting Code information. The **Update Accounting Code** page will be displayed.
  - a. Click the **Pencil icon**  to edit accounting code records for necessary changes.
  - b. Click the **X icon**  to delete accounting code records.

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Setup Reports Logout Help Document Preparation

User: Susan Smith  
Traveler: John Doe  
Authorization: 24-XX041102JD

Update Accounting Code for 24-XX041102JD

**Quick Tip**  
You must enter an account label before Updating the Extended Acot Codes.

For this Document you can:  
Update Extended Acot Codes  
Save Acot Code Updates  
Cancel Acot Code Updates

Label: 24-XX2-09200000  
Organization: 24-X

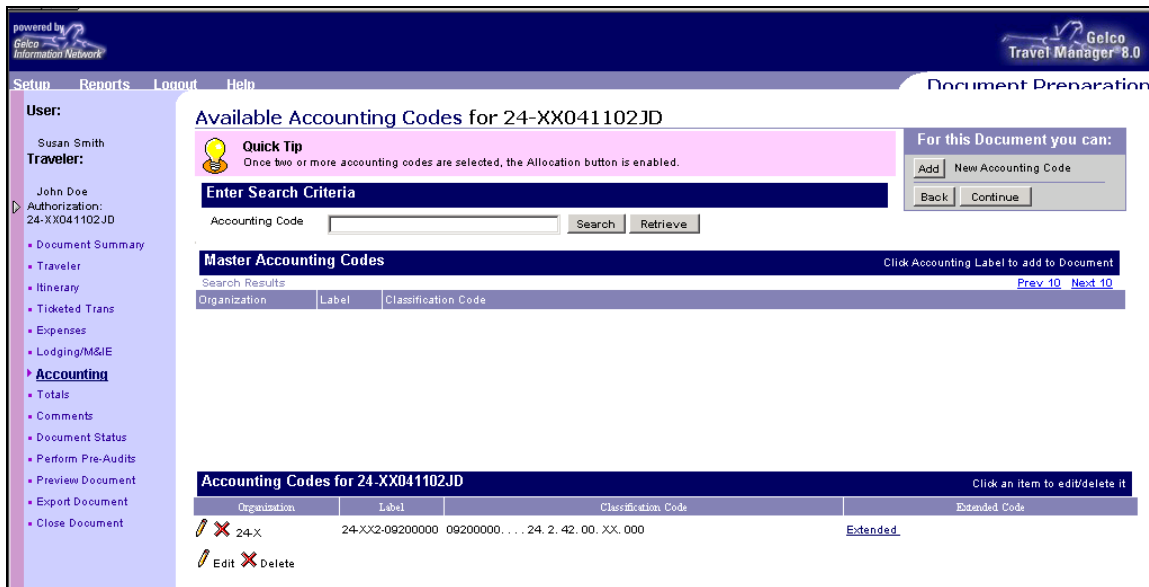
☐ Save Accounting code and extended Accounting codes to master list

Accounting Codes

Program Code	09200000	Program Year	2
Function		Fund Source	42
Object Class		Meth of Auth	00
Reimbrs Code		Org Code	XX
Center ID	24	Part 10	000

6. The **Part 10** field will be populated with the 3 digit sub rad.

7. Click the  **Acct Code Updates** button in the 'For this Document you can:' area in the top right. The **Available Accounting Codes** page will be displayed again.



The screenshot shows the 'Available Accounting Codes' page for document 24-XX041102JD. It includes a sidebar with navigation links like 'Document Summary', 'Traveler', 'Itinerary', 'Expenses', 'Lodging/M&IE', 'Accounting' (selected), 'Totals', 'Comments', 'Document Status', 'Perform Pre-Audits', 'Preview Document', 'Export Document', and 'Close Document'. The main content area has a 'Quick Tip' about allocation, a search section with 'Enter Search Criteria' and 'Search'/'Retrieve' buttons, a 'Master Accounting Codes' table, and an 'Accounting Codes for 24-XX041102JD' table. The top right corner has a 'For this Document you can:' section with 'Add' and 'New Accounting Code' buttons, and 'Back'/'Continue' buttons.

Organization	Label	Classification Code	Extended Code
24-X	24-XX2-09200000	09200000... 24. 2. 42. 00. XX. 000	Extended



**NOTE**

*When multiple accounting codes are used and the **Allocate** link is displayed to the right of the Extended Code column, the funds must be allocated appropriately.*

*Preparer must contact Help Desk to establish appropriate routing list when multiple organizations are funding the trip.*

8. Click the  button in the 'For this Document you can:' area in the top right. The **Total Details** page will be displayed.

## J. TOTALS


powered by  

Setup Reports Logout Help Document Preparation

User:  
Susan Smith  
Traveler:  
John Doe  
Authorization:  
24-XX041102JD

- Document Summary
- Traveler
- Itinerary
- Ticketed Trans
- Expenses
- Lodging/M&IE
- Accounting
- Totals**
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document

**Total Details for 24-XX041102JD**

 **Quick Tip**  
Click the View Advances for Document to add or update an advance.

Total Estimated Expenses: 2,997.25  
Computed Advance Authorized: 0.00  
Advance Requested: 0.00

For this Document you can:  
[View Advances for Document](#)

Expense Category Details			
Expense Category	Organization	Account Label	Amount
COM. CARRIER	24-X	24-XX2-09200000	1,600.00
LODGING	24-X	24-XX2-09200000	654.00
M&IE	24-X	24-XX2-09200000	723.25
TAXI/TIPS	24-X	24-XX2-09200000	20.00

Expense Category Advance Details	
Expense Category	Advance

1. The **Total Details** page displays a summary of the costs and the accounting codes that will fund the travel.
2. Click the  button, in the 'For this Document you can:' area in the top right, to display the **Comments** page.

## K. COMMENTS

1. The **Comments** page displays the preset comments that were entered on the **Itinerary** page. If 'Voucher due 5 days after completion of your trip' is not in the comments box, click the **Apply** **Preset Comments** button in the 'For this Document you can:' area in the top right. Enter any other necessary comments after the preset comments.

### **NOTE**

Click the **Preset** button, to the right of the Comments box, before typing additional comments. All comments will be erased and replaced with the preset comments when the **Preset** button is clicked.

2. If comments are entered, click the **Save** **Comments** button in the 'For this Document you can:' area in the top right. The **Document Summary** page will display to review the document before going to **Document Status**.
3. Click the **Continue** button in the 'For this Document you can:' area in the top right. The Status Page will be displayed.

## L. DOCUMENT STATUS

The screenshot shows the 'Document Status' page for authorization 24-XX041102JD. The status is 'SIGNED'. A 'Quick Tip' states 'The Signature PIN is case sensitive!'. The 'Document Routing' table shows a single entry for Susan Smith with status 'SIGNED' and level '0'. The 'Document History' table shows a single entry for Susan Smith with status 'CREATED' at 07/17/02 5:23PM PST.

Name	Status	Level
Susan Smith	SIGNED	0

Date/Time	Status	Name	Remarks
07/17/02 5:23PM PST	CREATED	Susan Smith	

1. Note the **Status to Apply** value. It should be **SIGNED** for this document.
2. Click in the **Signature PIN** field and enter the appropriate PIN.

### **NOTE**

*The Remarks field is to be used by Reviewers and/or Approvers to note approval or disapproval. Comments should be entered on the **Comments** page.*

*The routing cannot be changed after the document is signed and routed.*

*Be sure the correct routing is assigned to the document. It is very important to assign the correct foreign routing list to the authorization, because the Voucher will use the same routing list that includes the Centralized Travel Office (CTO).*

*Click the Traveler link on the Document Processing Toolbar on the left side of the page to verify the routing.*

3. Click the **Stamp** and **Submit Document** button in the 'For this Document you can:' area in the top right.

### **NOTE**

*These steps to sign and stamp can also be performed in the **Document Summary** page.*

4. The **Pre-Audit Results** page will be displayed.

**M. PERFORM PRE-AUDITS**

**Pre-Audit Results for 24-XX041102JD**

**Quick Tip**  
Click the Magnifying Glass icon to view detail comments for each audit process.

Document Name: 24-XX041102JD  
Type: Authorization  
Traveler: Doe, John  
Status: FAIL


**For this Document you can:**


Justify Pre-Audit Results  
Continue Stamping the Document  
Cancel Pre-Audit Results


Audit Process	Status	Comments
ACTUALS EXIST	PASS	
APPROVED BY TRAVELR1	PASS	
APPROVED BY TRAVELR2	PASS	
APPROVED BY TRAVELR3	PASS	
CASH ADVANCES EXIST	PASS	
CONFERENCE ALLOWANCE	PASS	
DAILY EXPENSE THRESH	PASS	
EXP CATEGORY USED	PASS	
EXP CATEGORY USED1	PASS	
EXP CATEGORY USED2	PASS	
EXPENSE CATEGORIES	FAIL	COM.CARRIER GREATER THAN 1000.00
LAUNDRY/DRY CLEANING	PASS	
LEAVE EXISTS	PASS	
MILITARY PERSONNEL	PASS	
NON CONTRACT AIRFARE	PASS	
OTHER AUTHORIZATIONS	PASS	
OTHER EXPENSES	PASS	

1. Review the **Pre-Audits Results** that Travel Manager processes for the Authorization.
2. If any item needs attention, the word 'FAIL' will be in the **Status** column. A comment describing the failure will appear in the **Comments** column as shown above. A 'FAIL' may be a warning to draw attention to a particular process to ensure the Preparer has entered/reviewed the data correctly.

**NOTE**

Click the  button, in the 'For this Document you can:' area in the top right, if changes are necessary prior to signing. The document will not be signed and will not be routed. The **Open Existing Document** link, on the Document Processing Toolbar on the left side of the page, can be used to open the document for update.

Click the  Pre-Audit Results button, in the 'For this Document you can:' area in the top right, to describe any audits that fail and need further explanation.

3. Click the  **Stamping the Document** button in the 'For this Document you can:' area in the top right. The document is signed and routed. The Travel Manager main page will be displayed.



4. An e-mail message will be sent to the first person in the routing list.

**NOTE**

*The authorization is approved when the final person in the routing list has stamped the document.*

*An e-mail is sent to the Traveler to confirm the document has been processed.*

*The Traveler can print the authorization any time after the document has been stamped by the final person in the routing list.*

**NOTE**

*Travel Manager replaces NASA Form 386 "NASA Travel Order" Only. All other foreign travel requirements, including 6 weeks lead time and export control documentation, must still be adhered to.*

## O. OPEN EXISTING DOCUMENT (VIEW/UPDATE)

1. Click the **Open Existing Document** link on the Document Processing Toolbar on the left side of the page. The **Traveler Listing (Open Document)** page will be displayed.


The screenshot shows the 'Traveler Listing (Open Document)' page. On the left, a sidebar contains links: 'Create a New Document', 'Open Existing Document' (highlighted), 'Review Documents', 'Delete Documents', 'Copy Document', and 'Import Documents'. The main area is divided into two sections. The left section, 'Traveler Listing (Open Document)', includes a 'Quick Tip' about searching by last name, an 'Enter Search Criteria' form with 'Last Name' and 'Document Type' fields, and a 'Traveler List' table. The right section, 'Document Search (Open Document)', includes a 'Document List' table. Both tables have columns for 'Type', 'Document Name', 'Dep. Date', 'Status', and 'In Use'.

Type	Document Name	Dep. Date	Status	In Use
Authorization	24-XX0513DC	N/A	N/A	
Authorization	24-XX-051302SS	05/13/02	CREATED	
Authorization	24-XX04-11JPN	04/11/02	SIGNED	
Authorization	24-XX04-07DC	04/07/02	APPROVED	
Authorization	24-XX04-07DC-1	04/07/02	CREATED	
Authorization	24-XX032602JD	03/26/02	SIGNED	

2. Enter one or more characters of the last name of the Traveler and click the **Search** button located to the right of the last name field.
3. Click on the name of the desired Traveler from the **Traveler Listing (Open Document)** area. All documents created for that Traveler will be displayed in the **Document Search (Open Document)** area on the right.
  - a. Documents that have been created but not routed will have **CREATED** in the **Status** column.
  - b. Documents that have been created and routed will have various stamp values in the **Status** column, some of which may be **SIGNED**, **ADJUSTED**, **REVIEWED**, **APPROVED**, **MGT REVIEWED** or **MGT APPROVED**.
  - c. Documents that have completed processing will have **DATALINKED** in the **Status** column.

This screenshot shows the same interface as the previous one, but after a search. The 'Traveler List' table now only contains one entry: 'Smith, Susan' with ID '240-00-0009'. The 'Document List' table on the right now shows three documents, all with a status of 'CREATED':

Type	Document Name	Dep. Date	Status	In Use
Authorization	24-XX-051302SS	05/13/02	CREATED	
Authorization	24-XX04-11JPN	04/11/02	CREATED	
Voucher	24-XX-051302SS	05/13/02	CREATED	

4. Click the **Document** icon  next to the document created in the previous exercise. The **Open Document Signature** page will be displayed. If the Traveler has not signed the



document, the Open Document Signature page will not display, and the **Document Summary** page will open directly.

5. The document can be opened one of two ways:
  - a. Enter the appropriate signature PIN and click the **Sign** to **Review Document** button, in the 'For this Document you can:' area in the top right, to adjust the document.
  - OR
  - b. Click the **Get** **Document as View-Only** button to open it as view only.
6. Click the **Get** **Document as View-Only** button, in the 'For this Document you can:' area in the top right, to open the document as view only. The **Document Summary** page will be displayed.

7. Click the **Document Status** link, on the **Document Summary** page or on the Document Processing Toolbar on the left side of the page, to view the **Status** page with the routing list.

**Document Preparation**

Setup Reports Logout Help

User: Susan Smith  
 Traveler: Susan Smith  
 Authorization: 24-XX04-11JPN

**Status for 24-XX04-11JPN (View Only)**

**Quick Tip**  
 The Signature PIN is case sensitive

For this Document you can:  
 [Back] [Continue]

**Document Routing**  
 This is the routing path the current document will take once routed

Name	Status	Level
KATRINA MILLER	REVIEWED	5
KATRINA MILLER	MGT REVIEWED	10
KATRINA MILLER	MGT APPROVED	15

**Document History**  
 This is the status history for this document

Date/Time	Status	Name	Remarks
07/05/02 4:23PM PST	CREATED	Susan Smith	
07/05/02 4:50PM PST	SIGNED	Susan Smith	

8. The Document Routing area shows the routing path the document will take. The Document History area shows what has happened to the document.
9. Click the **Close Document** link, on the Document Processing Toolbar on the left side of the page, to close the document.
10. If adjustments were made, sign and stamp the document, and the document will be rerouted to the approvers with the new changes.

**NOTE**

*The routing cannot be changed after the document is initially routed.*